

**Memorandum of the Meeting
Special Study Session
Twenty-Sixth Town Council of Highland
Town Board of Metropolitan Police Commissioners
Monday, September 30, 2009**

The special joint study session of the Twenty-Sixth Town Council of the Town of Highland and the Metropolitan Police Commission of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the council meeting room on **Monday, September 30, 2009** at the 6:30 o'clock p.m.

Silent Roll Call: Councilors Mark Herak, Bernie Zemen, and Konnie Kuiper (with announced delayed arrival) were present. Councilor Novak was absent due to a work commitment and Councilor Vassar was absent due to a back injury. Metropolitan Police Commission Members Jim DeGraaf, Dennis Adams, Mark Roorda, Danny Stombaugh, and James Turoci were also present. The Deputy Clerk-Treasurer Kathleen A. Dowling was present to memorialize the proceedings. A quorum was attained.

Also present: Attorney David Westland, Metropolitan Police Chief, Peter T. Hojnicky; William Timmer, Fire Chief; Ken Mika, Building Commissioner; Mike Pipta, Public Works Facilities Supervisor; Robin Carlascio, Gazebo Express Coordinator were present.

General Substance of Matters Discussed

1. Mr. James Estes of Wilson Estes began his presentation with an overview of his organization, the overall organizational structure, as well as examples of current projects that have been undertaken by his organization.
2. Mr. Estes reviewed the past relationship his company has had with the Highland Police Department, his understanding of public safety operations, the experience of Wilson Estes on this particular type of project, design solutions, the ability of Wilson Estes to adhere to budget constraints, and the use of sustainable "green" designs.
3. Mr. Estes highlighted a trend of 10-15% decrease in construction costs. However, acknowledged that no specific construction cost research has been completed for this particular area.
4. Mr. Estes stated that the square footage that is needed for a facility is configured by 372 sq. ft. for every 1 police officer/ staff person.
5. Mr. Estes reviewed the determination of need related to population, staffing, assigned personnel, accessory support, and a gross-up factor. All of this information was generated in the 2003 needs study.
6. Councilor Herak inquired as to the use of glass in construction and its effect on "green" strategies.
7. Mr. Estes stated that the needs study indicated that the Police Department needs a structure of approximately 26,000 sq. ft. He indicated that the Fire Department would need approximately 8,500 sq. ft., but acknowledged that a needs study had not been completed to support this particular estimate.
8. The slides indicated a plan of building a new police facility on the sites of the two (2) homes that were acquired by the Town as well as some of the current employee parking

space. Once the police facility is complete, the current Town Hall/Police Facility will be demolished and replaced with a new 5-bay fire facility. No input was offered as to where the Town Hall and its respective staffs would be located. The presentation noted that additional acquisition of property would be helpful, but not necessarily needed. Also highlighted was the potential for an underground parking structure.

9. Councilor Herak inquired as to the difference in cost relative to building each respective facility in phases versus building them all at once.
10. Mr. Estes reviewed a time frame that included ground breaking no sooner than 8 months from now.
11. Mr. Estes quoted an average cost per square foot of \$300.00, but did not want to be held to that specific figure.
12. Councilor Kuiper inquired about the potential increase in project cost if an underground parking facility was constructed for Police Department staff parking. Mr. Estes stated that it would increase the project cost anywhere from \$500,000.00 to \$1,000,000.00.
13. Councilor Herak inquired as to the role of the architect in the design of the building related to the needs of the departments.
14. Rich Volbrecht, 9221 Parkway Drive, Highland, was invited to speak by Councilor Zemen. Without objection by the Town Council, Mr. Volbrecht commented that, although he realizes the need for a project of this nature, he questioned the timing and costs involved noting that between the size and scope of the facility for just police and fire, the Town Council would be quickly approaching the \$12,000,000.00 mark, which would require a referendum. Mr. Volbrecht also commented that this project would require the petition/remonstrance process. Mr. Volbrecht also opined that the manner in which the Town Council was approaching this project was as if it had already been approved. Councilor Herak inquired as to why a resident would be against this project. A dialogue ensued between Councilor Herak and Mr. Volbrecht.
15. The Town Council and Police Commission thanked Mr. Estes for his presentation.

There being no further business to come before the Town Council, the special study session of the Town Council, of **Monday, September 30, 2009**, was adjourned 8:35 o'clock p.m.

Kathleen A. Dowling
Deputy Clerk-Treasurer